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**Ames Research Center  
Office of the Chief Financial Officer  
Code C**

**2007 Diversity Action Plan  
March 15, 2007**



National Aeronautics and  
Space Administration

**Ames Research Center  
Moffett Field, CA**

**Diversity Action Plan for the Office of the  
Chief Financial Officer  
Code C**

**Submitted By Code C Employee Diversity Board:**

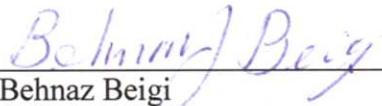
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Darlene F. Gross, Chair

3-28-07

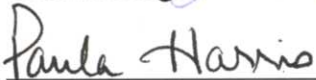
Date



Behnaz Beigi

3.28.07

Date



Paula Harris

3/28/07

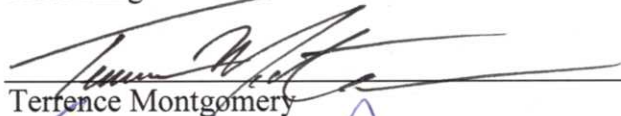
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Rose King

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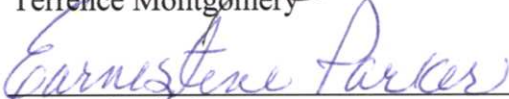
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Terrence Montgomery

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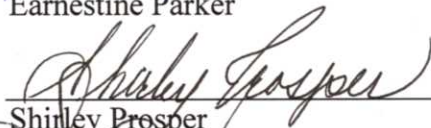
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Earnestine Parker

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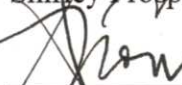
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Shirley Prosper

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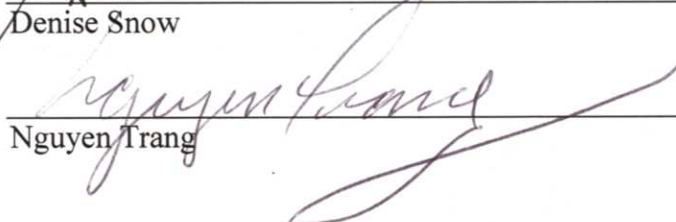
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Denise Snow

3/28/07

Date



Nguyen Trang

3/28/07

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## Code C Management Concurrence

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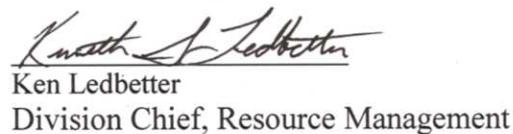
Paul Agnew  
Chief Financial Officer



Ron Liang  
Deputy Chief Financial Officer



Kevin Werner  
Division Chief, Financial Management



Ken Ledbetter  
Division Chief, Resource Management

## Office of Diversity and Equal Opportunity Concurrence

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Adriana Cardenas  
Director, Office of Diversity & Equal Opportunity

# Code C Diversity Action Plan

## Introduction – Background

The Ames Research Center Diversity Implementation Plan reflects how integral diversity is to mission success. The Ames Diversity Implementation Plan was rolled out during the Center All-Hands on November 6, 2006. Since Code C has one of the most diverse organizations at the Center, Code C management decided to conduct an informal survey of its employees to get a better understanding of the level of support provided to Code C staff in the area of diversity.

The overall results of the survey indicated respondents believe that Code C is on the right track with regard to being sensitive to and promoting diversity. However, since diversity is one of management's top priorities, the leadership team decided to establish some additional goals to promote diversity and diversity awareness. These goals are:

- **Demonstrate management commitment to employees by developing strategies and providing resources that will increase the value of diversity within Code C**
- **Promote inclusion and ensure that diversity awareness is integrated into Code C activities and decision making**
- **Improve employee access to career opportunities through training and mentoring to create viable candidates for higher-level positions**
- **Support improvements to the working environment by ensuring success of diversity initiatives**

To identify methods for meeting these goals, a Code C Employee Diversity Board was established. The purpose of this board was to draft an annual Diversity Action Plan for FY07 for Code C. The board members identified the actions contained in this plan to be taken within the Directorate. In addition the Board will provide advice to the Code C management team on diversity topics as they occur and report quarterly on accomplishment of these actions.

The Code C Employee Diversity Board will be established annually to provide opportunities to address specific areas and to utilize the results and recommended actions identified as part of the Center Diversity Implementation Plan activities. Volunteers from across the organization will have an opportunity to participate on the board each fiscal year. The Board will be made up of volunteers will be a cross section of the staff with representation from each division. This will provide employees with an opportunity to establish ongoing long range processes for organizational change to ensure continued awareness and promotion of diversity initiatives within Code C.

## Action Plan Items

The following action plan items were identified and then categorized under the diversity goals established within the organization.



**1. Demonstrate management commitment to employees by developing strategies and providing resources that will increase the value of diversity within Code C**

- Code C Management plays an active and visible role in supporting diversity initiatives by participating in the Code C Employee Diversity Board meetings on a rotating basis beginning in March. This will demonstrate management's commitment to diversity and help to ensure that the diversity strategy is on track.
- Code C encourages 'inclusion' by ensuring diversity communications reach all staff members. This can be accomplished through the following:
  - i. Add topics to the Code C All-Hands agenda items (Directorate and Division level) to include others who may have pertinent topics to be briefed to the entire staff based on Code C activities. This may require sending out a "call" for topics. Have "diversity" as a topic for the next Code C all hands (by April) and include as an agenda item quarterly.
  - ii. Ensure everyone is included in receiving the communications by providing an agenda and/or meeting notes and presentations via webpage or email. To begin with the next Code C all hands meeting.
  - iii. Directorate and Division all-hands meetings attendance should be highly encouraged with sign in sheets to track the number of staff members participating in communication events. This will ensure employees do not isolate themselves from inclusion. Begin collecting sign-in sheets with the April meetings.

**2. Promote inclusion and ensure that diversity awareness is integrated into Code C activities and decision making.**

- Recommend that a special Code C all-hands meeting (with attendance highly encouraged) be held focused on diversity, to include presentation of the Diversity Kick-off video and roll out of the Code C Diversity Action Plan. This will assist in providing staff with a better understanding of diversity. This should be completed by April 5, 2007.
- To ensure diversity awareness is integrated into activities and decision making, top-to-bottom and bottom-to-top communication throughout the organization should be occurring. Directorate down through the Branches and visa versa. To enable this communication require that Branch Chiefs hold regular staff meetings beginning in April and include discussions on the Code C Diversity Action Plan.

**3. Improve employee access to career opportunities through training and mentoring to create viable candidates for higher-level positions.**

- To improve employee access to career opportunities, formalize the Individual Development Program by the following methods:
  - i. Provide training on use of the IDP tool and process and identifying the benefits of this planning. Training on the IDP tool should be provided for all staff with completion in April.

- ii. Ensure goals are established between the employee and supervisor. Goals should be identified through discussions between the employee and supervisor with realistic timeframes for completion of training. This may include multiyear planning. Begin this process in April (after training). Metrics should be tracked with regard to number of employees and number of employees who have prepared their IDP.
  - iii. Include discussions during the supervisor EPCS to ensure these actions are being taken. Have supervisors provide follow up reports on metrics during these discussions.
- Beginning with the next EPCS, the dialogue should include topics on inclusion and exclusion, and what it means to the employee (to be included). The objective for the end of year is for both the employee and the supervisor to have completed this discussion.
- Provide training to ensure employees feel empowered to develop their careers through the following:
  - i. Have HR present training on the mentoring program.
  - ii. Provide training on the processes available for finding training opportunities and requesting them. (ie. Training on SATERN)
  - iii. Identify attendance at these training events as highly encouraged and complete by May 2007.
  - iv. Ensure Contractors are fully aware and have an opportunity to participate if authorized within provisions of contract.

**4. Support improvements to the working environment by ensuring success of diversity initiatives.**

- Recommend Board members attend the Ames Diversity Leadership Training course. Should be completed during next available sessions.
- Provide opportunities for employees to participate in diversity related events, training, and/or functions whether they are onsite or offsite.
  - i. This may involve attending training, a conference, or a workshop, etc.
  - ii. Suggest that at least two events annually are supported by management through use of resources for these opportunities.
  - iii. These costs should be included in development of the next budget with implementation to begin in FY08.
  - iv. Require attendees to provide trip report at all-hands sessions.